

PTO Volunteer Opportunities

All of the following Coordinator responsibilities were done last year by the PTO President, with help from a handful of officers. This year, we would like to spread these jobs out to more people to make things a little easier for us all. If you volunteer to take on any of these Coordinator positions, you will have the full support of the PTO officers. The more people we have involved, the less work we all have to do, so sign up and help...and get your friends to help, too.

PTO Secretary: Maintain PTO email account. Design regular (monthly?) newsletters for print and email. Produce occasional handouts for distribution to students. Maintain contact information for all parents/students.

PTO Treasurer: Maintain a budget for PTO. Using Quicken, maintain a day-to-day record of PTO fundraising and spending. Help with receipting and record-keeping of any money PTO collects. Communicate with the school bookkeeper, Georgeann, to maintain our account.

Room Mom Coordinator: Act as liaison between PTO and Room Moms throughout the year. Involves mostly communicating information.

Teacher Appreciation Coordinator: Coordinate Christmas and End-of-Year gifts and notes to teachers and staff.

Buzz Book Coordinator: Organize volunteers to create pages for the Buzz Book (much of this is easy to modify from last year's book). Coordinate volunteers to put together and bind the Buzz Book.

Spirit Night Coordinator: Contact Chuck E. Cheese, Chik-Fil-A, CiCi's Pizza and possibly others, to arrange for NES Spirit Nights every couple of months. These restaurants will give PTO a portion of the proceeds they make on those nights.

T-shirt Coordinator: Anytime we decide to sell T-shirts (traditionally Fall Festival and Field Day): create order form, collect orders, receipt payments, and distribute t-shirts to students. Communicate with company who prints shirts. Choose color and design of shirts.

Box Tops Coordinator: Coordinate Box Tops Collection Drives in October, February and possibly April/May by marketing the drive, arranging for incentives and coordinating volunteers to count the Box Tops. Mail Box Tops to Box Tops for Education.

Coke Points Coordinator: Communicate Coca-Cola Points program to parents. Pick-up Coke numbers from the school every week or so. Enter numbers into school's Coke account on-line. Communicate with school staff to redeem points.

Fall Fundraiser Coordinator: Communicate with the Sales Rep in charge of our Fundraiser, scheduled for September. Coordinate receiving of orders and receipting of payments. Coordinate pick-up of orders when they arrive. Troubleshoot any problems that may occur with orders.

Fall Festival/Cookout in the Courtyard Coordinator: Recruit committee members to help plan and carry out the festival in October. Decide on booths. Order any new game equipment needed. Order prizes. Make arrangements for food. Promote festival within school and community. Coordinate ticket pre-sale. Work with Room Moms to coordinate volunteers. Troubleshoot the night of the festival.

10/11/11 See Back (19)

Grandparents' Day Coordinator: Communicate details of Grandparent's Days to parents/grandparents. Work with Room Moms to coordinate volunteers to help decorate and "hostess" for three Grandparents' Days on Fridays in November. Arrange for a photographer. Sell tickets and direct visitors on the three lunch dates in November.

Parents' Night Out Coordinator (PTO babysits your kids one Friday evening in December): Communicate details of event to parents. Coordinate volunteers to help with childcare. Plan activities and food for children for the night of the event. Oversee the event that night.

Penny Drop Coordinator: Coordinate volunteers to sit at a table every morning as school begins for one week in April to collect loose change from students.

Field Day Coordinator: Work with Coach Campbell to decide on events for Field Day, in May. Help locate and put out equipment for events. Work with Room Moms to coordinate volunteers. Plan for food and drinks. Manage snack booth at Field Day. Communicate details of event to parents. Organize pre-sale of ticket food/drink tickets. Troubleshoot event.

School Supply Coordinator (for next year): Negotiate next year's contract with school supply company. In the spring of this year, collect supply lists from teachers. Communicate with supply company to create order forms. Provide order forms to parents. Receive orders, receipt payments and troubleshoot problems. Before school starts next year, coordinate with school and supply company to arrange delivery date. Coordinate volunteers to distribute supplies to classrooms. Troubleshoot any problems with orders.

I know this is a lot of information, but, if we all do a little, no one has to do it all. Also, please realize that for some of these events, if we do not have a Coordinator, we will have to cancel the event.

Please return the form below and indicate which event(s) you are willing to coordinate or help with. If more than one person volunteers to coordinate an event we will look at your second or third choice. Listing a second or third choice does not mean that we will put you in charge of more than one event. If you have any questions, please call or email Amy Fairbank at 333-5521 or northportpto@gmail.com

PTO Volunteer Opportunities

Name: _____

Phone or Email: _____

I will **Coordinate**: _____

Or: _____

Or: _____

I will **help with**: _____

And: _____

And: _____

(Please See Back)